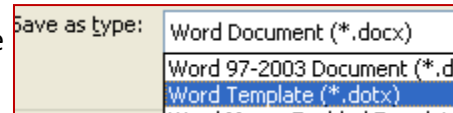


A “normal” Word 2007 document has a .docx extension.

A Word 2007 template has a .dotx extension.

- A template is like an “original” document that is used many times to “make copies of”
- A template can be created from a previously created document (i.e. lesson plan)
  - Open original
  - Click SAVE AS and save as a template



- A template can be created from “scratch”
- A template is normally saved in

C:\Documents and Settings\amcwil\Application Data\Microsoft\Templates\

Users' username

I recommend creating “new” templates using tables

## Sample “Simple” Lesson Plan

Individual Lesson Plan		Date: <a href="#">Click here to enter a date.</a>
Lesson Name:		
Lesson Level:		
Course:		
Sub-Units:		
Objectives:		
Differentiated:		
Activities		
Resources and Materials:		
Notes:		
Media:		
Links:		

To create the simple sample lesson plan follow these steps (sample lines from the lesson plan shown on Page 1 are highlighted with a thicker black border):

1. Be sure Developer tab is displayed on the menu bar; if not displayed:



- a.
- b.
- c.
- d. ☒ Show Developer tab in the Ribbon

Click Office Button/New/Blank Document/Create

2. Determine how many rows/cells the first line or section (group of lines) contains and type desired information in the cells

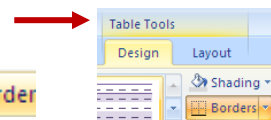
2(e) Individual Lesson Plan 2(f) 2(g) Date: [Click here to enter a date.](#)

One row Three columns

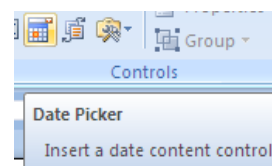
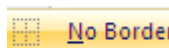
- a.
- b.
- c.
- d. Remove the lines, if desired, from the table
- e. Type desired information in first cell
- f. Type your name in second cell
- g. Type the word "Date:" in third cell
- h. If desired, create a *date picker* field
- i. If desired, date may be underlined, bolded, . . .
- j. Click below the table and depress Enter to begin next section



- d1. Place cursor over the table
- d2. Click the diamond shape in upper left
- d3. Click on Borders under Table Tools/Design



- d4. Select No Borders



- h1. Developer tab
- h2.

- i1. Click the date field
- i2. Click Home and select desired formatting

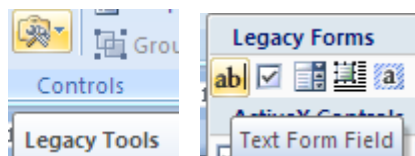
3. Determine how many rows/cells the next line or section (group of lines) contains and type desired information in the cells

Lesson Name:	
--------------	--

**One row Two columns**

Follow Steps 2(a) through 2(e) above to create the row and columns

- a. Type "Lesson Name:" in column 1
- b. Resize column 1
  - i. Place cursor on dotted line between the two columns
  - ii. Hold down left mouse and resize
- c. Place a text field in column 2
  - i. Use the **legacy forms tools** and not the ActiveX Controls
  - ii. Developer tab
  - iii. **ab** for text form field
- d. If desired, format the form field by clicking in the field (becomes dark gray) and apply desired formatting
- e. With cursor in the last/right column, depress the TAB key and a new row is added



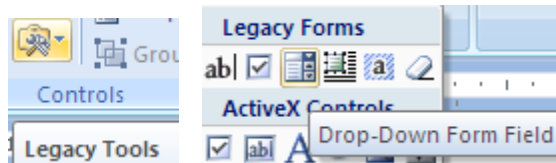
Lesson Name:	

4. Adding a drop-down list

Refer to page 1 and notice the lesson level row is a drop-down whereby one choice can be selected

- a. In the new row under **Lesson Name:** type **Lesson Level:**
- b. Either click in the 2<sup>nd</sup> column or depress the TAB key
  - i. Developer tab
  - ii. Click the 3<sup>rd</sup> icon "Drop-down form field"
- iii. Click back on the newly created form field and right mouse click
- iv. Select Properties
  - 1) Type the first item (if there is not a default, then depress space bar about 10 times to create a blank row)
  - 2) Click Add (continue for all)
  - 3) Click OK when finished

Lesson Level:	
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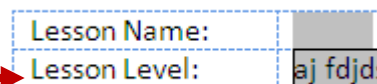
**Properties**

**Drop-Down Form Field Options**

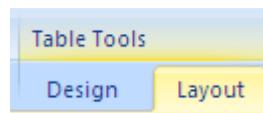
Drop-down item:	Items in drop-down list:
<input type="text"/>	Introducing Content Skills
<input type="button" value="Add &gt;&gt;"/>	Developing Content Skills
<input type="button" value="Remove"/>	Reinforcing Content Skills
	Challenging Content Skills

5. Split rows in table—if desired, rows can be split in tables so space appears between the groups or sections.

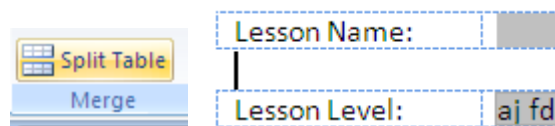
a. Click in row where split should occur



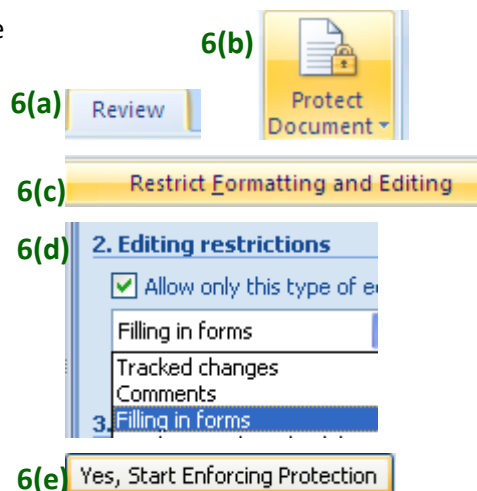
b. Click on Table Tools/Layout



c. Click Split Table under the Merge group

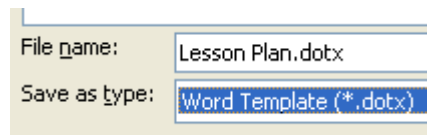


6. When finished creating document, protect the document if fields were added. This prevents typing in any cells other than those to which fields were added.

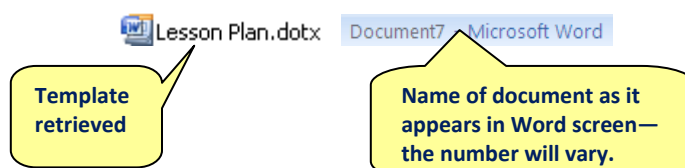


7. When finished with document, click Save to save the Word document. I personally prefer to have the original as a .docx for editing purposes.

8. Next click Save As and Save as a template. Close document



9. To retrieve the template. NOTE: when a template is retrieved, it is called a document, thus never overwriting the original template.



# Some “Other Things” When Working with Tables in Word:

## 1. Selecting a Cell

- Cells can easily be selected by placing cursor in lower left-hand corner of the cell
- When a black up facing arrow appears, hold down left mouse and select desired cell(s)

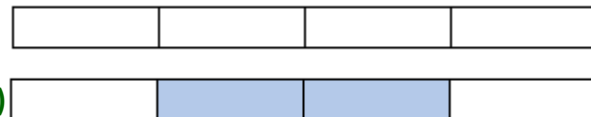


## 2. Merging cells in a table

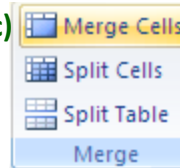
Merge the 2<sup>nd</sup> and 3<sup>rd</sup> columns in the one-row table to the right

- Highlight columns 2 and 3
- Click Table Tools/Layout
- Select Merge Cells

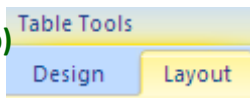
1(a)



2(c)



2(b)



**Note:** The same thing can be done vertically.



## 3. Splitting cells in a table

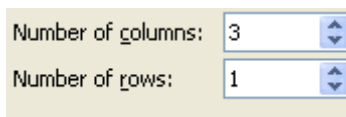
Split the blue cell into 3 more columns

- Highlight the 2<sup>nd</sup> column
- Click Table Tools/Layout (see 2(b) and 2(c) above)
- Select Split Cells
- Make the number of columns 3

3(a)



3(d)

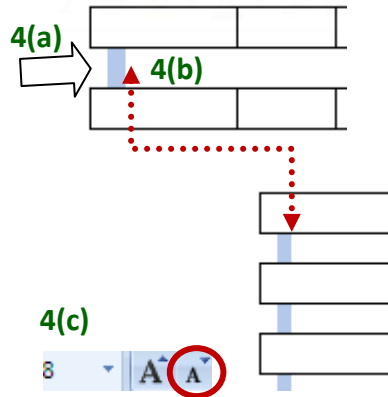
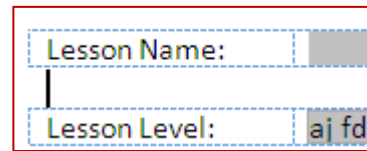


#### 4. Reduce font size between rows

If space is an issue and the table is split as shown to the right, try reducing the font size between the tables—to possibly 7 or 8

- a. Place the cursor in left margin until a “white” arrow appears
- b. Left mouse click and the blank line will be selected
- c. Change the font to a smaller size

**Note:** Several “blank” lines can be selected by clicking on first one, holding down CTRL and clicking on other lines.



#### 5. Table Tools

Make use of the Table Tools (Design and Layout). A table must be selected, or the cursor inside a table to have the Table Tools menu appear

